



## Minor Pre-Application Meeting Request Form

Minor Pre-application meetings (Pre-Apps) are not to review or submit an application package for a discretionary permit. Please contact the Zoning Information Counter (888-267-8770) for assistance in completing discretionary permit applications and to schedule a submittal appointment please call (858-694-2262).

**Minor Pre-Apps are intended to identify general regulatory constraints for a property and to provide a cursory review of projects for potential issues (typically cost \$500-\$1500).**

**Minor Pre-Apps do not satisfy mandatory Major Pre-App requirements for Major projects.**

Requestor's Name: \_\_\_\_\_ Requestor's Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Requestor's Fax: \_\_\_\_\_ Email Address: \_\_\_\_\_

Property Assessor Parcel Number(s): \_\_\_\_\_ Acres: \_\_\_\_\_

Property Address/Location: \_\_\_\_\_

Are you an Attorney or are you bringing an Attorney to the Meeting? ☐ Yes ☐ No

**Be aware that DPLU Policy requires that a Deputy County Counsel attend meetings where an outside attorney is present. Deputy County Counsel will charge at the hourly rate mentioned below. If you check the "Yes" box, above, change your mind and fail to notify DPLU that you will not bring an attorney, County Counsel charges for preparation and travel (generally 1-2 hours) will still be applied.**

### **REQUESTED COUNTY REPRESENTATIVES AT PRE-APP**

The DPLU Project Manager will make the final determination of the appropriate representatives based on this request, site constraints, and project features. The requestor is required to pay for both research time and meeting attendance. **PLEASE BE PREPARED TO PAY A MINIMUM OF TWO HOURS FOR EACH INDIVIDUAL.**

Yes	No	Issue	Position	Hourly Rate
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Planning/Zoning/Environmental/Codes	DPLU Project Manager	\$61-\$183
<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Site Research	DPLU Student Worker	\$23
<input type="checkbox"/>	<input type="checkbox"/>	Road Improvements/Access/Traffic/Drainage	DPW Staff	\$107-\$166
<input type="checkbox"/>	<input type="checkbox"/>	Wells/Septic Systems	DEH Specialist	\$230
<input type="checkbox"/>	<input type="checkbox"/>	Park Land Dedication Ordinance/Trails	DPR Staff	\$90-\$114
<input type="checkbox"/>	<input type="checkbox"/>	Legal Issues/Interpretations	County Counsel	\$183

### **PAYMENT FOR MINOR PRE-APPS**

No deposit is required. All charges are due and payable at the conclusion of the meeting. Follow-on assignments will be charged on a time and materials basis and due prior to issuing letters or at the conclusion of the subsequent meetings. Checks are made payable to the "County of San Diego." Two party checks are not acceptable. Visa and MasterCard are also accepted.



## **MEETING PURPOSE/PROJECT DESCRIPTION**

**Explain the purpose of your pre-app request with a written description of your proposed project (include how water, sewer, and access will be obtained) and list specific questions that you would like answered. Please attach additional pages if necessary and an exhibit or plot plan of your proposal if available. If studies are available they may also be submitted to assist staff with their review. NOTE: PLEASE PROVIDE AS MANY DETAILS REGARDING THE PROJECT AND SITE AS POSSIBLE AS THIS WILL ALLOW FOR STAFF TO PROVIDE MORE DETAILED AND CONSTRUCTIVE FEEDBACK. PLEASE PROVIDE AT LEAST 5 COPIES OF ANY ATTACHMENT.**

## **MEETING REQUEST SUBMITTAL**

Please return this form and attachments, if any, to: Project Processing, Attn: Carl Hebert, Department of Planning and Land Use, 5201 Ruffin Road Suite B, San Diego, California 92123-1666 or by fax to (858) 694-3591.

**Minor Pre-Application Meetings generally take place within 4 weeks from receipt of this form.** The lead planner to whom the pre-app is assigned will contact the pre-app requestor generally within 10 working days of receipt of this form to schedule the meeting.

## **FINANCIALLY RESPONSIBLE PARTY**

I, the undersigned, as financially responsible person for the pre-application meeting, understand that I must bring a blank check payable to "COUNTY OF SAN DIEGO" or Visa or Mastercard to the scheduled Minor pre-application meeting because all charges are due and payable at the conclusion of the meeting. I understand that if I arrive for a meeting without means to pay, the meeting will be rescheduled.

Name (if different from Requestor): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (**Required**)

### **FOR STAFF USE ONLY**

KIVA Pre-App #: \_\_\_\_\_ Student Intern: \_\_\_\_\_

Project Manager: \_\_\_\_\_ Planning Manager: \_\_\_\_\_